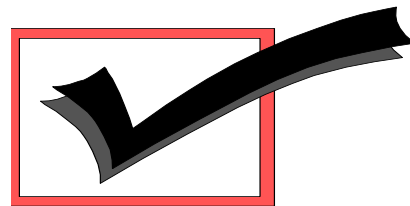


BALLOT ACCESS CHECKLIST

FOR 2016

SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by candidates for school district office in order for the candidate's name to be placed on the ballot at the February 16, 2016 Spring Primary and the April 5, 2016 Spring Election.

The filing officer for school district offices is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

All school district candidates must:

- ☐ Complete and submit a ***Campaign Registration Statement (Form GAB-1)*** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016.**
 - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent Wis. Stat. §§ 11.05(2g), 11.10(1).
 - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
 - *All candidates* should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer by **January 5, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(5), 8.30(2).
- ☐ **Complete and submit a Declaration of Candidacy (Form GAB-162SD)** to the filing officer no later than **5 p.m. on Tuesday, January 5, 2016.** If this form is not filed with the filing officer by January 5, 2016, the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 5, 2016. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), 120.06(6)(b), Wis. Admin. Code GAB § 6.04.

If nomination papers are used, a school district candidate must also:

- ☐ **Circulate and obtain sufficient nomination paper signatures** on form **GAB-169**, and submit them to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016.** Nomination papers may not be circulated before December 1, 2015. Only original nomination papers will be accepted (no photocopies, faxes, or emailed documents). If nomination papers are not filed with the school district clerk (where required) by January 5, 2016, the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(2), 120.06(6)(b), Wis. Admin. Code GAB § 6.04(2).

Note: All candidates should file a ***Campaign Registration Statement (Form GAB-1)*** or amended statement before circulating nomination papers.

The number of signatures required on nomination papers is as follows:

Board of school directors - 1st class cities	400 - 800
School district officer - with territory within a 2nd class city	100 - 200
School district officer - with <i>no</i> territory within a 1st or 2nd class city	20 - 100